



## Planning Services Division

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### DESIGN REVIEW COMMISSION

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2-501 Design review commission established.  
A design review commission of the city of Lafayette is established. (Ord. 427 § 1 (part), 1994)

2-502 Membership and qualifications.

(a) The design review commission consists of:

(1) Five voting members, appointed by the city council; and

(2) One ex officio member, who shall be a planning commissioner, appointed by the planning commission to serve as a liaison with the design review commission. The ex officio member may participate in the hearings and deliberations of the commission but may not vote.

(b) Members of the design review commission shall be selected on the basis of education, training and experience in the fields of architecture, landscape architecture, design, city planning or a related field. If possible, at least two voting members of the design review commission shall be an architect or landscape architect. The council may appoint one or more nonresidents if, in its discretion, it considers it necessary to gain sufficient expertise.

(Ord. 427 § 1 (part), 1994)

2-503 Term of office.

(a) The term of office of each voting member is two years ending on December 31st, except that the members of the design review commission holding office on the date this chapter becomes effective continue as members of the design review commission. Each initial member shall serve the same term he would have served as a member of the design review commission had it not been replaced. Each member serves until a successor is appointed and qualifies. Members may be appointed for successive terms.

(b) The term of office of the ex officio member is one year.

(Ord. 427 § 1 (part), 1994)

2-504 Removal or vacancy.

(a) A member of the commission may be removed by a majority vote of the city council.

(b) A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves the remainder of the unexpired term.

(c) If a member of the commission is absent without cause from three successive regular meetings, the office becomes vacant automatically. The commission shall immediately notify the planning commission of the vacancy. A member is not absent without cause if his absence is (1) due to illness; or (2) unavoidable and the member gives the planning director notice before the day of the meeting that he will be absent and gives the reason for the absence.

(Ord. 427 § 1 (part), 1994)

2-505 No compensation.

No member of the design review commission may receive compensation for services on this commission. (Ord. 427 § 1 (part), 1994)

2-506 Time and place of regular meetings.

The commission shall hold regular meetings at least twice every month, and at such times and places in Lafayette as it shall determine. Commission meetings shall be open to the public and shall be noticed in accordance with law. (Ord. 491 § 1, 1998; Ord. 427 § 1 (part), 1994)

2-507 Appointment of chair, vice-chair and secretary.

The commission shall elect a chair and vice-chair from among its members. The chair and vice-chair shall serve for a term of one year and until the successor of each is appointed and qualified. The commission shall appoint a secretary, who need not be a member of the commission. (Ord. 427 § 1 (part), 1994)

2-508 Adoption of rules.

The commission shall keep a public record of its resolutions, transactions, findings and determinations. (Ord. 427 § 1 (part), 1994)

2-509 Quorum.

A majority of the voting members of the commission constitutes a quorum for the transaction of business. (Ord. 427 § 1 (part), 1994)

2-510 Duties of the commission.

(a) The design review commission is the reviewing authority for matters relating to signs and the issuance of sign permits under Chapter 6-25.

(b) The commission is the reviewing authority:

(1) For exterior changes to an existing building or parking lot; and

(2) When design review is required as a condition of approval, unless such authority is delegated by ordinance to the planning director; and

(3) For a two-story structure or second story as provided under Chapter 6-19; and

(4) For development of property in a low density residential district as set forth in Section 6-7172.

(c) The commission shall hear each appeal of a planning director's decision as provided in Section 6-280.

(d) The commission may conduct study sessions on the aesthetic aspects of any application at the request of the applicant or upon referral from the planning commission or planning director. When such session is held, the commission's role is advisory and it shall provide a written report to the planning commission.

(e) The commission shall advise the staff, planning commission and city council on matters relating to aesthetics and the physical appearance of the city, and perform other duties as directed by the city council.

(f) The commission shall adopt standards and procedures for the administration of Chapter 6-2, Article 5, and Chapter 6-25 of this code and to implement its other duties.

(Ord. 427 § 1 (part), 1994)

2-511 Appeals.

A decision of the design review commission may be appealed to the planning commission following procedures set forth in Section 6-232 of this code, except that in matters relating to signs and sign permits a design review commission decision is appealable to the city council. (Ord. 427 § 1 (part), 1994)